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MEMORANDUM FOR: Chief, NFAC Coordination Staff

SUBJECT : OIA Receipt and Dissemination of TOP SECRET and SCI Documents [REDACTED]

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Gary,

1. This is an attempt to provide some useful information concerning the receipt and dissemination of sensitive documents, particularly [REDACTED]. It is in response to your request at the meeting held on 5 February. [REDACTED]

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2. The sensitive materials received by OIA may be considered in four groupings for the purposes of this discussion. The first group, by far the largest in terms of sheer quantity of material, consists of the actual imagery product on which OIA's basic function depends. This imagery is usually received in the form of duplicate positive film -- each year OIA receives in excess of [REDACTED] individually controlled frames, plus some [REDACTED] film, each of which [REDACTED] as a part of the complete can/roll. The second largest group of sensitive materials received are the products of other imagery exploitation groups in the intelligence community. This group of material includes finished (hard copy) PI reports, cables, vugraphs, briefing boards and briefing notes, photo enlargements, and typescript memoranda. The third group of materials received includes so-called "collateral information" which is disseminated to OIA on the basis of reading lists, project SAFE requirements, key words, etc. These materials include DDO and other information reports, NSA hard-copy and cable reports, and periodicals produced by CIA and other intelligence organizations. The fourth group of materials are those specifically addressed to the office or an individual in the office -- either for action, coordination, or information purposes. [REDACTED]

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3. All of the materials which require accountability controls are logged in by the OIA Registry and disseminated to the appropriate divisions, where they are again logged and passed on to individuals. (Some of the most sensitive - [REDACTED] -- remain under control of the OIA registry and are hand carried to individuals and recovered the same day. In some cases these documents may be charged out to a branch chief for temporary storage in the branch safe, and are then returned to OIA registry when no longer required in the branch). Frequently, documents are routed throughout division or branches because they contain information of interest to a large group of people. [REDACTED]

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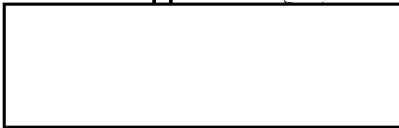
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
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4. If present procedures were to change as suggested in the security proposals, I believe there would be a strong adverse impact upon intelligence production -- possibly even bringing production to a virtual halt. First, some materials might no longer get to analysts who need them for background information or to do a particular piece of analysis. And second, dismantling some of the materials -- especially periodicals -- because of the various classifications and substantive topics in them and disseminating the pieces rather than the composite publication would add to the proliferation of an already large quantity of paper floating around. Finally, the increase in scope and complexity of the registry/document control function would have a prohibitive cost factor in terms of analyst, clerical and secretarial time. 

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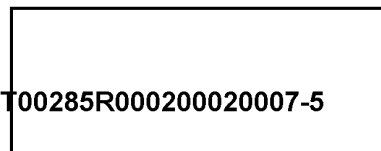
5. The materials disseminated by OIA are also basically handled in two ways. Typescript intelligence memoranda -- which constitute the bulk of disseminated products -- are given uniquely tailored distribution. That is, each typescript memoranda is sent only to those organizations who we know are following the same subject, or who may have a peripheral interest in it (normally 10-30 copies). Rarely do these go outside the intelligence community. Formal or hard-copy reports normally are sent to a standard group of components within the intelligence community (on the order of 100-130 copies). Like the typescript memoranda, they are disseminated to organizations or positions, and not to specific individuals. Occasionally, a formal publication judged to be of prime importance is sent to a specific individual (in DOD, State, etc). We do check to see if that particular individual is still occupying a position where the report would be helpful to him. 

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6. There is only one formal publication put out by this office that would be affected by the proposed changes in the security memorandum. That publication is the Imagery Analysis Monthly Review, which contains a collection of short articles on various topics which can have different levels of classification. This document receives broad dissemination throughout NFAC and to a few, select intelligence organizations outside NFAC. If OIA had to dismantle this publication and send it out piecemeal to particular organizations or positions -- either based on the nature of the topic or classification -- we would discontinue its publication. Like other NFAC periodicals, it is published as a composite of interesting and timely articles aimed at informing a particular audience, and this purpose would be destroyed by the proposed changes. 

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7. Hopefully this little essay will be of some use to you. If you have any questions, please give me a call.

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Deputy Director
Imagery Analysis

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